

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION North Chelmsford, MA		2. POSITION NUMBER 1086 08-OEME-5	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position US OPM Prof. Work in the Eng & Arch Grp, GS-800 1/08					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	ENV. ENGINEER	GS	819	14 OEM	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Senior Air Monitoring Coordinator			6. NAME OF EMPLOYEE ROBERT JUDGE		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. North Chelmsford, MA 01863		
b. Region I, OEME			f. US OPM JFS for Professional Work in the Engineering and Architecture Group, GS-0800, 11/2008		
c. Ecosystem Assessment Office			g. 90150300/QDB00000		
d. 11 Technology Drive			h. Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input checked="" type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Katrina Kipp, Manager, ECA ¹			d. Typed Name and Title of Second-Level Supervisor Michael P. Kenyon, Director, OEME		
b. Signature <i>Katrina Kipp</i>		c. Date 5/23/08	e. Signature <i>Michael Kenyon</i>		f. Date 5/27/08
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 31					
d. Bargaining Unit Code 0012	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)		f. Signature <i>Robert McNeill</i>		g. Date 5/28/08
11. REMARKS STATEMENT OF DIFFERENCE					

REF 1-760

5

**Environmental Engineer
(Senior Air Monitoring Coordinator)
GS-819-14**

INTRODUCTION:

The Ecosystems Assessment Unit is responsible for environmental monitoring and data assessment. Principal activities include: coordinating and managing Regional environmental monitoring activities; providing technical advice and assistance on monitoring to the regional, states and tribal partners; conducting field investigations; providing a data assessment capability; and publishing reports on the state of the New England environment.

Given the size of this unit and the technical diversity, the supervisor needs high grade senior coordinators who are technical experts, to provide technical direction, lead teams and coordinate activities, and ensure the technical quality of the Water Quality Monitoring Program and the Ambient Air Monitoring Program. These experts will be the core of the environmental teams that conduct the majority of the unit's work, which will measure environmental conditions and progress, identify new or emerging environmental problems and assess program effectiveness. This position description is for the Senior Air Monitoring Coordinator. This position is located at the New England Regional Laboratory in North Chelmsford, Massachusetts.

MAJOR DUTIES:

1. Serves as the Senior Coordinator for the Region 1 ambient air monitoring program and OEME's Air Monitoring Team. Responsible for program direction and resolving complex policy, program, or project issues that require an unusual understanding of air quality measurement and assessment. Prepares team work plans, provides routine administrative activities for the team and measures team progress. Ensures that assigned work for the team meets appropriate deadlines and is of sufficient quality to meet OEME needs. Responsible for administering and resolving complex policy, program, or project issues that require an unusual understanding of air quality measurement and assessment. Provides technical oversight of other staff members involved in various aspects of the Ambient Air Monitoring Team. Approves all work plans and reports associated with the Air Monitoring Team. The Senior Coordinator: (1) is responsible for the technical quality of all products produced and released by the team; (2) establishes innovative procedures, which result in improvements in the ambient air monitoring program; (3) facilitates staff projects and serves as a team/project leader on special projects; and (4) carries out responsibilities under FMFIA by effectively complying with the requirements of the internal control process.
2. Serves as the regional point of contact and expert in the field of ambient air quality monitoring providing air measurement, air quality assurance, and air quality assessment technical expertise, advice, guidance, and policy interpretation to the regional program offices, the New England states and tribes, as well as the unit's staff. Responsible for administering and resolving complex policy, program, or project issues that require an unusual understanding of air quality measurement and assessment. Problems are highly complex and solutions often must address both technical and socio-economic concerns. The incumbent may provide technical oversight of other staff members involved in various aspects of the activity.
3. Confers with key officials within EPA's program offices, other federal agencies, international organizations, states, tribes and other organizations to determine cross-program requirements, to balance regional and national policies to accomplish the Regional Administrator's initiatives and to develop solutions to complex policy, program, or project issues acceptable to all parties and interests involved.

5

4. Serves as a regional expert on air monitoring and assessment issues with responsibility for review, analysis, and coordination of proposed new or revised regulations and guidance documents. Serves as the focal point with Headquarters in the development of national air monitoring policy guidance and implementation of regulatory requirements related to ambient air monitoring programs, as well as, participating as regional contact on national work groups related to air quality monitoring and data assessment issues. Applies an in-depth and broad knowledge of program practices, policies, and precedents and uses a high level of judgment in determining the practicality, appropriateness, and acceptability of program guidelines. Facilitates staff projects and serves as a team leader on special projects. Coordinates with OEME managers and the Office Director to ensure air monitoring and data assessment services are delivered.

5. Provides technical advice and assistance to the regional program offices, the New England states and tribes on controversial, precedent-setting situations. The incumbent is expected to evaluate divergent professional opinions affecting significant environmental policy and/or technology issues and define feasible options, including the consequences of their adoption. The incumbent is expected to be original and creative in seeking solutions lacking precedent.

6. Conducts specific air monitoring and data assessment studies on complex scientific or engineering problems for higher-level decision-makers such as Division Directors, Office Directors, or the Regional Administrator. Such studies involve working with a variety of EPA offices and outside interests on the identification and evaluation of legislative, regulatory, or significant policy or technology initiatives. The incumbent exercises considerable judgment in interpreting trends and providing analyses on controversial and nationally important environmental issues.

7. Provides advice and assistance to state and local governments and tribes on matters relating to the development, execution, and monitoring of adequate environmental protection plans and programs, and the development and review of related grant proposals. Reviews, analyzes, and recommends modifications of plans developed by states and tribes to implement various provisions of Federal air quality standards. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of tribal, local and regional environmental planning, and similar activities. Reviews, analyzes, and coordinates preparation of air monitoring comments on environmental impact statements, SIPs and other such items. Develops and/or analyzes proposals for new or revised environmental protection air measurement regulations and determines their impact on air, water, and land resources. As needed, the incumbent conducts studies to identify environmental problems.

8. Serves as the regional coordinator and focal point with regional program offices, Headquarters, tribal and state partners in the development and implementation of air quality environmental measures. Plans, manages, implements and provides technical guidance in the development and collection of regional air quality indicators data and in the assessment of this data to determine the status of the New England environment. Determines and specifies program goals and objectives. The incumbent identifies the resources necessary for accomplishing goals and objectives; proposes specific methods and approaches for program accomplishments, sets milestones, prepares schedules, and develops means of tracking and evaluating program operation and accomplishments. In addition, the incumbent assesses the appropriateness of program direction and determines the need for redirection of program efforts. This may involve adjusting schedules, milestones, and resources as necessary to accommodate changes in agency priorities, objectives, and policy. The incumbent also coordinates program activities with other outside organizations and with other federal, state, tribal, and local agencies, as appropriate.

9. Uses advanced analytical air monitoring and assessment methods and techniques in researching and examining a wide range of scientific, engineering, legal, environmental protection, environmental management issues and functions. As a result of these analyses, makes recommendations to managers to resolve problems, to propose approaches, or to take some other course of action which promotes accomplishment of program objectives.

Factor 1 - Knowledge Required by the Position: Level 1-8, 1550 points

Mastery of air program regulations and guidelines, advanced air monitoring, quality assurance, and assessment principles and practices which enables the employee to provide expert knowledge and information to policy-makers, other agency officials, state, tribal and local officials, industry representatives, and other outside interests. Ability to evaluate the limits of present and emerging technologies to determine the long-term research and development needs of EPA.

Extensive experience in air quality monitoring, field monitoring, data analysis and assessment with considerable multi-media program knowledge is necessary to enable the incumbent to serve as the primary Regional link between states and Headquarters in designing air monitoring strategies, evaluating the information generated and assessing the air quality.

Experience in managing and leading teams with specific experience in team building, training, strategic planning, work allocations, goal setting, procurement policy, federal contracts and grants.

Considerable training and experience as a facilitator, in project management, in public speaking and in producing technical articles, papers and reports are critical requirements.

Knowledge, skill, and experience necessary to act as an expert witness in judicial proceedings on the technical and economic feasibility of EPA regulations.

Factor 2 - Supervisory Controls: Level 2-5, 650 points

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The incumbent typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the incumbent are accepted as technically sound even though final approval may depend on formal action by high level management. The employee has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3 - Guidelines: Level 3-5, 650 points

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist in developing new and improved hypotheses, concepts, or approaches not previously tested or reported, and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods, and procedures

developed are on the cutting edge of science and technology and often serve as precedents for other scientists, engineers, or policy-makers within or outside of EPA.

Factor 4 - Complexity: Level 4-5, 325 points

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features, or variables, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting agency-level directives. The incumbent must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Factor 5 - Scope and Effect: Level 5-5, 325 points

The purpose of the work is to provide authoritative information, analysis, and recommendations that identify and interpret scientific or engineering alternatives and options to complex questions of environmental policy or practices. The work makes a significant contribution to the planning and evaluation of policies and projects that are of regional or national interest, scope, and impact through the application of new technology and/or the synthesis of a range of approaches to technical or policy issues. The work thus affects the well-being of large numbers of people as well as the health of the environment.

Factor 6 - Personal Contact: Level 6-3, 60 points

Personal contacts include a wide range of professional and administrative personnel throughout EPA, other federal agencies, state and local governments, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7 - Purpose of Contacts: Level 7-4, 220 points

The purpose of the contacts is to present expert opinions and analyses on complex scientific and policy questions to policymakers, and to participate in conferences, meetings, or presentations involving problems or issues that have regional or national sensitivity or consequences. Such active participation in high-level conferences, negotiations, and meetings involves subject matter on which there are invariably conflicting interests or opinions. The employee must persuade or influence other subject-matter experts and/or policymakers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course of action.

Factor 8 - Physical Demands: Level 8-1, 20 points

The work involves limited field work in conducting air quality sampling and evaluating air monitoring sites. The position requires the ability to climb ladders, carry equipment such as air quality samplers, bending and stooping to collect samples and to set-up and calibrate equipment. In addition, the incumbent needs the ability, training and physical fitness to perform demanding tasks in all types of weather conditions.

Factor 9 - Work Environment: Level 9-1, 5 points

The work is performed primarily in an office environment and occasionally in the field. Travel is required across New England and at other locations throughout the country. Occasional travel to Canada may also be required. This travel may require extended stays of up to a week or more. Some travel to attend and speak at meetings, symposia and conferences or workshops is required.

Total Points: 3805